

**COUNTY OF SAN DIEGO**  
**HEALTH AND HUMAN SERVICES AGENCY**  
**COMMUNITY ACTION BOARD (CAB)**  
**COUNTY OF SAN DIEGO OPERATIONS CENTER**  
**5530 OVERLAND AVENUE – ROOM 124**  
**CAB Meeting Minutes**  
**January 11, 2018**

**Members Present**

Ana Briones-Espinoza  
Monique Fernandez  
Cassandra Schaeg  
Jeannine Nash  
Karmin Noar  
Daphyne Watson  
Peter Maribei  
Rebecca Huntsman  
Kim Frink

**Members Excused**

Madeleine Baudoin  
Nicole Murphy  
Gina Jackson  
Ann Durham

**Staff Present**

Maggie Ramsberger, Program Director, CAP  
Juana Duenas, Program Manager, CAP  
Maggie Fenn, Program Manager, CAP  
Abdi Abdillahi, Program Specialist II, CAP  
Nancy D'Adamo, Administrative Secretary, CAP

1. Meeting called to order at 3:35 PM by Rebecca Huntsman.
2. Roll Call
3. Daphyne Watson motioned to accept the Agenda, Ana Espinoza seconded, motion carried.
4. Ana Espinoza motioned to approve the October, 2017 and the November, 2017 Minutes. Karmin Noar seconded, motion carried.
5. **Public Comments on Items not listed on the Agenda:**
  - No Public Comment.

**ACTION/INFORMATION ITEMS:**

6. Information Item: 2018 CAB Calendar. Members will receive an electronic copy via email.

Rebecca Huntsman asked to receive an update on the EITC campaign. Juana Duenas will update CAB members regarding last tax season. A new VITA site may be located at San Diego City College.

Members were encouraged to ask for presentations about any other CAP initiatives and suggest possible CAB meeting locations, etc. for the next year.

7. Information Item: Vacancy Report

<b>Vacancies</b>	<b>Primary</b>	<b>Alternate</b>
Public	1	N/A
Economically Disadvantaged	2	4

Private	0	5
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8. Information Item: Nominating Committee Results – The Nominating Committee will conduct an interview with applicant Marlene Ruiz prior to next CAB meeting. Karmin Noar shared the results of interview with Ramon Marquez.
9. Action Item: CAB Nominations - Karmin Noar motioned to approve the nomination of Ramon Marquez to serve as an Alternate CAB member, representing the Economically Disadvantaged Central region. Rebecca Huntsman seconded the motion. Motion carried. A memo will be sent to request confirmation from the County Board of Supervisors.
10. Information Item: Director's Update

#### **PROGRAM UPDATES**

- The Alternative Dispute Resolution (ADR) program assisted with 792 disputes between July and December 2017, countywide. Disputes included those referred by the courts and others from the community.
  - ADR is currently administered through two (2) contracts with National Conflict Resolution Center and North County Lifeline, which end June 30, 2018. CAP will be re-procuring the ADR program in Spring 2018 to ensure there is no gap in services. Procurement information forthcoming.
- Project MOST offered two training opportunities in November 2017 – “Resource Development” and “Marketing and Communications”. Each class had 25 attendees. In addition, 52 hours of Technical Assistance were provided to small, minority-owned businesses working on developing or implementing a strategic plan that month.
  - RISE San Diego was awarded the contract for ongoing Project MOST services through the County's competitive procurement process. The contract is effective January 1, 2018.
- The Keep Em' Safe (KES) program conducted 11 safety education presentations during November and December 2017, impacting 111 people and distributing 95 child safety seats. There has been a high demand for KES services, which has resulted in high volume of calls to the KES contractor, Pacific Safety Center (over 200 plus per week). Because of the high demand, participants may have a longer than normal wait time to enroll in KES classes.
- Interfaith Shelter Network (ISN) provided 462 shelter beds since the start of the Winter Shelter Season (October 2017). Participants also had an opportunity to attend employment and budget development workshops.
- CHIP is offering Resident Leadership Academy (RLA) facilitator training through their contract with CAP – RLA flyer provided for recruitment information.
- CAP issued a Request for Proposal (RFP) for three contracts to provide Gang Prevention and Community Response Services through the County's BuyNet system. A Pre-Proposal conference for this RFP is scheduled for Tuesday, January 16, 2018 at 10am at the County's Department of Purchasing and Contracting.
- The Notice of Intent to Award for the Communities in Action (CinA) program has been posted to the County of San Diego's BuyNet Program. The Family Self-Sufficiency (FSS) program has been extended to allow for transition to new CinA contracts – transition period will cover the Earned Income Tax Credit (EITC) season, ensuring that there is limited impact to local services offered through the Coalition.

- Refugee Arrivals continue to be slower than year prior – December 2017 Arrival Report.
- Five Vocational English as a Second Language classes were held this Fiscal Year through CAP's contract with the International Rescue Committee – there has also been 2 On-the-Job Training. As of November 2017, 41 refugees have placed in employment through the VESL Program.
- CAP Executive Director, Dale Fleming, has been invited to help moderate a session at the upcoming Welcoming San Diego Kickoff Summit to be held Friday, February 2, 2018 at the San Diego Chamber of Commerce.

#### **FINANCIAL UPDATES**

- CAP will be submitting two (2) Office of Traffic Safety grant applications at the end of January 2018 – one for continuation of the KES program and one for an enhanced Walk N' Roll program, which will continue to focus on pedestrian and bicycle safety efforts but include additional opportunities for engagement of residents through community improvement projects.

11. Information Item: Chair's Update – No Chair's Report

<b><i>ADJOURNMENT/SET NEXT MEETING:</i></b>
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Ana Briones-Espinoza made the motion to adjourn, Daphyne Watson seconded, and the meeting was adjourned at 4:40 PM.

The next regular meeting will be held on February 8, 2018 at 3:30 PM.